

WATER AND SEWAGE PLANT SUPERVISOR
(CORRECTIONAL FACILITY)
Final Filing Date: January 26, 2010



OPEN, NONPROMOTIONAL – SPOT

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENT OF CORRECTIONS AND REHABILITATION
SPOT EXAMINATION FOR:

SIERRA CONSERVATION CENTER, JAMESTOWN

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and who have not previously tested with the Department of Corrections and Rehabilitation (CDCR) during this testing period. CDCR testing period(s) for this examination is: **JANUARY – DECEMBER**. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit applications to the Local Testing Office(s) listed below. Candidates may only establish eligibility in one location. Applications may be filed in person or by mail.

Submit Examination Application (Std. Form 678)

By mail with:	or	In person with:
Sierra Conservation Center Delegated Testing/Personnel Office 5100 O'Byrnes Ferry Road Jamestown, CA 95327 (209) 984-5291, Ext. 5137		Sierra Conservation Center Delegated Testing/Personnel Office 5100 O'Byrnes Ferry Road Jamestown, CA 95327 (209) 984-5291, Ext. 5137

If you are personally delivering your application, you must do so between the hours of **8:00 a.m.** and **4:00 p.m.**, Monday through Friday, on or before the final filing date to the same street address as listed above.

NOTE: The wearing of denim or gray sweats on institution grounds is prohibited.
NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS **January 26, 2010** is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

All applicants must meet the education and/or experience requirements for this examination by the final filing date.

TEST DATE It is anticipated that Qualifications Appraisal Interviews will be held during **FEBRUARY/MARCH 2010.**

SALARY RANGE(S) As of: **December 9, 2009**

\$5,415 Per Month

MINIMUM QUALIFICATIONS Three years of engineering or operating experience in a water filtration plant or a sewage treatment plant serving a population of at least 2000;

And

Possession of an appropriate State of California Certification for Sewage Treatment Plant Operator and/or Water Treatment Plant Operator is required at the time of appointment. Certificates are issued by the Department of Health Services and Water Resources Control Board. (Applicants who are within six months of obtaining the required certification will be admitted to the examination but must produce evidence of certification before they can be considered eligible for appointment.)

NOTE: The above listed institution(s) has the following water/sewage treatment plant which requires the certificate indicated:

<u>Type of Plant</u>	<u>Certificate Required</u>
Water Treatment Plant X	Water Treatment Plant Operator Grade II and
Sewage Treatment Plant X	Sewage Treatment Plant Operator Grade II/III

Special Physical Characteristics: Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.
Additional Desirable Qualifications: Education equivalent to completion of the twelfth grade.

MINIMUM QUALIFICATIONS (CONTINUED)

NOTE: High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

EXAMINATION PLAN

This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal – Weighted 100.00%

Scope:
Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

- A. Knowledge of:**
- 1. Water, sewage and other mechanical systems and equipment, and methods, materials and tools used in the operation, maintenance, and repair of such equipment
 - 2. Principles of water and sewage treatment
 - 3. Department's Equal Employment Opportunity (EEO) Program objectives
 - 4. A manager's role in the EEO Program and the processes available to meet affirmative action objectives
- B. Ability to:**
- 1. Read and write English at a level required for successful job performance
 - 2. Make and interpret chemical and physical laboratory tests to determine effectiveness of water and sewage treatment
 - 3. Prepare routine reports and keep accurate records
 - 4. Train and supervise employees engaged in operating water and sewage treatment plants
 - 5. Read, interpret, and work from plans, drawings, and specifications
 - 6. Think and act quickly in emergencies
 - 7. Analyze situations accurately and take effective action
 - 8. Effectively contribute to the Department's EEO objectives

If conditions warrant, this examination may consist solely of an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care to accurately complete their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

ELIGIBLE LIST INFORMATION

The resulting eligible list will be established to fill vacancies for the location(s) listed above. The list(s) will be abolished **24** months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period.

POSITION DESCRIPTION AND LOCATION(S)

The **Water and Sewage Plant Supervisor (Correctional Facility)**, under general direction in a State correctional facility in the Department of Corrections and Rehabilitation, has responsibility for the operation of a water treatment and sewage treatment plant, or for the operation of a large and complex plant of either type; maintains and repairs facility treatment equipment; maintains order and supervises the conduct of inmates, wards, residents, or patients; protects and maintains the safety of persons and property; may instruct, lead or supervise inmates, wards or resident workers; and to does other related work.

Position(s) exist with the institution(s) listed above with the Department of Corrections and Rehabilitation.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.

VETERANS POINTS/ CAREER CREDITS

Career credits or Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points. **If you receive Veteran's Preference Points, you cannot also receive career credits in this examination.**

GENERAL INFORMATION

It is the candidate's responsibility to contact Kelly Estes, LTO at (209) 984-5291, extension 5137 three weeks after the final filing date if he/she has not received his/her progress notice.

Veterans Preference: California law allows the granting of Veterans Preference Points in Open Entrance and Open, Nonpromotional Entrance examinations. Veterans Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in **Open Entrance** examinations is granted as follows: 10 points for veterans, widows and widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in **Open, Nonpromotional** Entrance examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions to apply for Veteran's Preference Points are on the Veterans Preference Applications (Std. Form 1093) which is available from the State Personnel Board, P.O. Box 944201, Sacramento, CA 94244-2010 and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

GENERAL INFORMATION (CONTINUED)

Career Credits: California law allows the granting of career credits in Open, Nonpromotional examinations. Career credits are three points added to the final qualifying score of each competitor who is a state employee with permanent civil service status or employees who have a mandatory right of reinstatement to such a position; or a full-time exempt employee with 12 months consecutive service; or individuals who have served one full year in or are a graduate of the California Conservation Corps (CCC) (eligibility expires 24 months after graduation from the CCC). Effective January 1, 1983, AB 3325 (1982) eliminated career credits for classes designated by DPA as managerial.

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS